

Memo

To: County and District STAR Coordinators

From: Phil Spears, Director, Standards and Assessment Division

Date: January 2, 2003

Subject: CAPA Schedule

This is to inform you of the following California Alternate Performance Assessment (CAPA) key dates:

TESTING WINDOW

The testing window has been changed to April 21 to May 16. Schools must choose a two-week testing period within this four-week window.

MATERIAL ORDERS

The deadline for ordering materials has been extended from November 27 to January 17. If materials have not been ordered, please contact the ETS Technical Assistance Center at **(800) 955-2954**.

PRE-ID

The ability to Pre-ID students will be available via the CAPA link on the ETS STAR web site at www.startest.org. Instructions for Pre-ID will be available on the website as of January 29. The Pre-ID function will be available on the site from February 3 through February 21.

Those without Internet access may contact the ETS Technical Assistance Center for a Pre-ID instructional packet which can be sent out via mail, fax or e-mail at (800) 955-2954. The Pre-ID information can then be returned to the ETS Technical Assistance Center via diskette or CD-ROM. The address is 2731 Systron Drive, Concord, CA 94518.

RECEIPT OF TEST ANSWER SHEETS

All answer documents must be received at ETS by May 23.

YEAR ROUND SCHOOLS

Information will be sent in a subsequent memo for schools unable to complete testing during the CAPA testing window due to a year round schedule.

If you have any questions, please call ETS STAR Technical Assistance Center at (800) 955-2954.